

## USE OF ONLINE TUTORIALS FOR SLIS ENTRY-LEVEL COMPUTER SKILLS

Students entering SLIS graduate and undergraduate programs are expected by the faculty to have

(1) A stable Internet connection to the University's courseware Desire2Learn (For online requirements, go to OU Online Support Center; select Knowledge Base; select Desire2Learn; select Computer & Browser Requirements--article A101729.); and

(2) Basic skills in word processing, email use, presentation software, and spreadsheet applications. Students are encouraged to review these software applications through print and online resources.

Examples of online tutorials for those four software applications are:

- A. Word processing (including basic skills to manage indents and spacing for paragraphs, headers and footers, page numbering)
  1. Microsoft Office Online, options under "WORD HIGHLIGHTS," (<http://office.microsoft.com/en-us/FX010857991033.aspx>)
  2. Internet4Classrooms: Word ([http://www.internet4classrooms.com/on-line\\_word.htm](http://www.internet4classrooms.com/on-line_word.htm))
  3. LearningElectric.com: Word, using QuickTime, (<http://www.learningelectric.com/word.htm>)
  4. Dynamic Zone fx.com: Word ([http://www.dzfx.com/workshops/list/2/Microsoft\\_Word-Office-XP/](http://www.dzfx.com/workshops/list/2/Microsoft_Word-Office-XP/))
  
- B. Email (including basic skills to manage attachments)
  1. Microsoft Office Online, options under "OUTLOOK HIGHLIGHTS," (<http://office.microsoft.com/en-us/FX010857931033.aspx>)
  2. Internet4Classrooms: Internet Explorer ([http://www.internet4classrooms.com/on-line\\_ie.htm](http://www.internet4classrooms.com/on-line_ie.htm))
  3. Dynamic Zone fx.com: Outlook ([http://www.dzfx.com/workshops/list/2/Microsoft\\_Outlook-Office\\_2000-XP/](http://www.dzfx.com/workshops/list/2/Microsoft_Outlook-Office_2000-XP/))
  
- C. Presentation
  1. LearningElectric.com: PowerPoint, using QuickTime, (<http://www.learningelectric.com/powerpoint.htm>)
  2. Dynamic Zone fx.com: PowerPoint, power tips, ([http://www.dzfx.com/workshops/list/2/Microsoft\\_PowerPoint-Power\\_Tips/](http://www.dzfx.com/workshops/list/2/Microsoft_PowerPoint-Power_Tips/)); PowerPoint, for educators, ([http://www.dzfx.com/workshops/list/2/Microsoft\\_PowerPoint-Office\\_2000-XP/#15](http://www.dzfx.com/workshops/list/2/Microsoft_PowerPoint-Office_2000-XP/#15))
  3. Indiana University: PowerPoint ([http://www.iupui.edu/~webtrain/tutorials/powerpoint2000\\_basics.html#deleting\\_object](http://www.iupui.edu/~webtrain/tutorials/powerpoint2000_basics.html#deleting_object))
  
- D. Spreadsheet
  1. Microsoft Office Online, options under "EXCEL HIGHLIGHTS," (<http://office.microsoft.com/en-us/FX010858001033.aspx>)
  2. Internet4Classrooms: Excel ([http://www.internet4classrooms.com/excel\\_worksheet\\_basics.htm](http://www.internet4classrooms.com/excel_worksheet_basics.htm))
  3. LearningElectric.com: Excel, using QuickTime, (<http://www.learningelectric.com/excel.htm>)
  4. Dynamic Zone fx.com, ([http://www.dzfx.com/workshops/list/2/Microsoft\\_Excel-Office\\_2000-XP/](http://www.dzfx.com/workshops/list/2/Microsoft_Excel-Office_2000-XP/))

Students are encouraged to send Maggie Ryan ([mryan@ou.edu](mailto:mryan@ou.edu)) (1) feedback on the usefulness of the sites listed above and (2) other URLs for useful tutorial sites.